

FROME TOWN COUNCIL

Minutes of a meeting of the Council Matters Committee

Wednesday 3 July 2019 at 7pm
Frome Library, Justice Lane, Frome BA11 1BE

Present:

Councillors: Sheila Gore (Chair), Rich Ackroyd, Ali Barclay, Lizzie Boyle, Rob Collett, Anita Collier, Mark Dorrington, Nick Dove, Anne Hills, Paul Horton, Andy Wrintmore

In attendance: Paul Wynne (Town Clerk), Chloe Bray (Executive Assistant to the Town Clerk and Mayor), Sarah Williams (Business Manager), Laura Hales (Marketing & Communications Officer), Dave Krzyzosiak (Town Ranger)

4 members of the public

| Minute Ref | Agenda Item | Action |
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| 2019/11/CM | <p>The meeting started at 7.04pm</p> <p>1a. Apologies for absence Received from Maxine Crawley, Sara Butler, John Nelson, Andy Parsons, Steve Tanner, and Scott Ward.</p> <p>Also received from John Clarke (SCC & MDC), Helen Kay (MDC) and Shane Collins (MDC).</p> <p>1b. Declaration of members' interests None was received</p> <p>1c. Minutes from the last meeting on 29 May 2019 The minutes of the Council Matters committee meeting held on 29 May 2019 were approved as a true record of the meeting and signed by the Chair.</p> <p>Proposed by Anne Hills, seconded by Mark Dorrington, agreed unanimously.</p> | |
| 2019/12/CM | <p>2. Questions and comments from the public and Cllrs Paul Wynne thanked Anne Hills for her corrections to the Financial Regulations following the previous meeting.</p> <p>Gill Fone thanked Chris Stringer and the Rangers team for the boards around town that had been installed to commemorate J.W. Singer and support the Singer's Trail.</p> <p>Gill mentioned that the area where she lives was looking untidy and was in need of some tidying and replanting, including managing some brambles. Rich said that Chris was looking into it and Gill's comments would be passed on to him and the Rangers. Gill also</p> | |

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| | <p>noted that the café at Victoria Park hadn't been open much over the Summer, including on some days when the park had many visitors.</p> <p>Gill asked about a set of railings at Portway that needed maintenance and repainting. Rich said this had been proving difficult as there were a lot of requirements to meet to be able to take up this work, including hi-viz clothing and Chapter 8 training. He suggested FTC ask Highways when the railings will be painted next.</p> <p>Andy Jones asked who owned the hedgerow near Critchill School as it was overgrown. Rich said he'd ask a contact in the Walkers are Welcome group if she knew who owned the hedgerow.</p> <p>A member of the public had an enquiry regarding his property on Welshmill Road. He asked why some fencing had been taken down and asked if he could contact someone at FTC about potentially selling part of the land with a garage on it. Sheila Gore said the fence had been taken down in early 2015 as an assessment has shown it to be dangerous. Rick Ackroyd said he would follow up with the resident regarding his enquiries.</p> <p>Paul Wynne gave an update on the usage of the Town Hall. He said that SS&L would be using rooms and desk space in the building until September 2019, so there would be less availability of meeting rooms. He explained that SS&L had moved into the Town Hall temporarily as they needed to leave their present site in the Saxonvale area by September and required change of use permission before they moved into their new permanent premises.</p> | |
| 2019/13/CM | <p>3. For Information - Parks and Open Spaces Update Chris Stringer had written the report and Dave Krzyzosiak welcomed questions. The report gave a brief overview of completed, in progress and planned work by the Rangers team.</p> <p>Rich Ackroyd gave an update on a potential Park Run in Frome. He said there were many organisations involved in discussions, but progress was being made and a Park Run would come to Frome in the near future.</p> | |
| 2019/14/CM | <p>4. For decision – Management and Improvement Plans for Welshmill and the Roundhouse Chris Stringer had written the report and Dave Krzyzosiak welcomed questions. Dave also noted that the plans included bug hotels at The Otherside and refilling the sandpit and refurbishing play equipment at the play area.</p> | |

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Nick Dove asked about graffiti/street art in FTC's open spaces. He said he had a 14 year old neighbour who was a keen artist and had been painting pieces of wood and leaving them around the river rather than painting on spaces he wouldn't be allowed to. Nick wanted FTC to engage with graffiti artists, especially young people. Dave said that there are opportunities for young people to do graffiti art in town, such as at the Children's Festival. He said graffiti was left instead of being cleaned off at some areas, including the skate park, as long as it was tasteful.

Gill Fone had concerns about MDC's management of the hedges and shrubs in the Cheese and Grain car park. Sheila suggested Gill and residents of the area contact their MDC Cllrs and highlighted the surgery at the Bridge Café on Fridays which John Clarke and Michael Dunk, MDC Cllrs for Market Ward, held to talk to residents about their concerns and views.

A member of the public asked if Welshmill Park was owned by FTC or the Theodora Ann Le Gros Trust. Paul explained that it had been transferred to the trust and that FTC is the sole managing trustee.

Ali Barclay asked about the possibility of a cap on the Roundhouse, where the roof currently parts in the centre. Dave said he was unsure about this but didn't think it had been considered recently.

A member of the public asked about insurance. He wondered whether FTC looked to minimize risks as much as possible in order to save money on insurance and possible legal claims. Paul Wynne explained that the goals for the site, which are based on the needs and wishes of residents, are the most important consideration. FTC then works to mitigate risks in the context of the purpose and character of the space.

The recommendations were:

1. Adopt the updated management plans for Welshmill and the Roundhouse
2. Adopt the various site risk assessments for Welshmill and the Roundhouse
3. Approve the scheduled review dates for the plans
4. Approve the scheduled annual review of the site risk assessments
5. Delegate responsibility to the Environment Manager to deliver the plans
6. Delegate responsibility to the Environment Manager to keep the site risk assessments up to date in-between approval and

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| | <p>the (scheduled) annual reviews</p> <p>These were proposed by Nick Dove, seconded by Rich Ackroyd and agreed unanimously.</p> | |
| 2019/15/CM | <p>5. For decision – Finance update Sarah Williams presented the update which includes income and expenditure and payments over £500.</p> <p>She updated Cllrs on the investigation into moving banks from Barclays to a more ethical alternative, and said a meeting was scheduled later in the week with one possible company.</p> <p>Sarah also noted that the energy spend for Frome Town Hall was being reviewed and also that mobile phone bills for staff phones had been halved.</p> <p>The recommendations were for Cllrs to approve the:</p> <ol style="list-style-type: none"> 1. Income and expenditure sheet 2. Balance sheet, including the breakdown of reserves 3. Payments made over £500 <p>This was proposed by Anne Hills, seconded by Nick Dove and agreed unanimously.</p> | |
| 2019/16/CM | <p>6. For information – Staff update Sarah Williams presented the update on staff matters, policies and appraisals. This allowed Cllrs to see the staff structure and find out more about the policies and appraisal process.</p> | |
| 2019/17/CM | <p>7. For information – Health & Safety update Paul Wynne presented the report which was written by Chris Stringer and includes a list of training undertaken by staff.</p> <p>Anne Hills asked how the training budget is managed and what training staff had access to. Paul explained that training/CPD is decided on a case-by-case basis and that staff are welcome to talk to Sarah about any training they think would be beneficial to them. He said that training had to be relevant to the role of the employee.</p> <p>Paul mentioned that one ongoing liability claim had seen new correspondence recently. Sheila Gore asked to be kept up to date on this and encouraged FTC to continue being assertive.</p> | |
| 2019/18/CM | <p>The next meeting will be at 7pm on Wednesday 11 September 2019 at Frome Town Hall</p> | |

The Chair closed the meeting at 8:10pm.